

## **The following reports are required by the State Charter School Board to be submitted to the USOE's Charter School Staff.**

### **Reports:**

- Schools that have been operating (with students) for one year or longer may submit **financial statements, enrollment data and ratified board meeting minutes** on a **quarterly basis**. These reports still need to be broken down into monthly increments. If it is easier for you to have a set monthly schedule I can accept them monthly if you wish.
- Schools that have been operating (with students) less than one year are required to submit **financial statements, enrollment data and ratified board meeting minutes** on a **monthly basis**.

**It is important that you fill out the entire financial report which includes monthly totals as well as year-to-date totals.** If you wish to use your own form you may as long as it contains the same data. I need to review each of these three reports monthly and with the volume of charter schools now it would be helpful to me if you would not include additional financial data above what is requested.

### **Note:**

If you do not have a board meeting every month please put a note to that effect when you send me your financial reports so that I can indicate that on my tracking report and not have to inconvenience you later asking where the minutes are.

### **Due Dates:**

Reports are due to USOE by the 20th of the month following the period end. For example, October's financial report and September's ratified board meeting minutes are due November 20th for monthly submitters and October through December's reports and minutes are due January 20th for those submitting quarterly. *If a due date falls on a Saturday, Sunday, or legal holiday, the due date becomes the next business day.*

### **Naming your files that are submitted electronically:**

It would help to ensure that all reports are properly accounted for if you named them consistently with your school name, report title and period. For example, the financial statements for November 2008 would be named **ABC School fin nov2008**. If you include the financial and enrollment in one file it would help if you would note that in the name, such as **ABC School fin enroll nov2008**.

### **Where to Submit:**

Mark Long  
USOE's Charter School Accountant  
[mark.long@schools.utah.gov](mailto:mark.long@schools.utah.gov)  
Fax: (801) 538-7729  
250 East 500 South  
PO Box 144200  
Salt Lake City, Utah 84114-4200